



Departmental Quarterly Performance Report

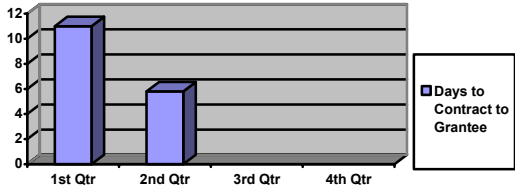
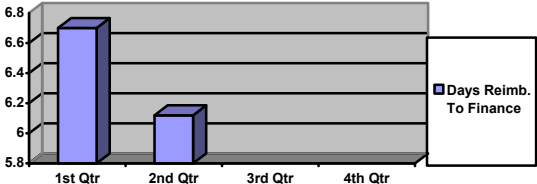
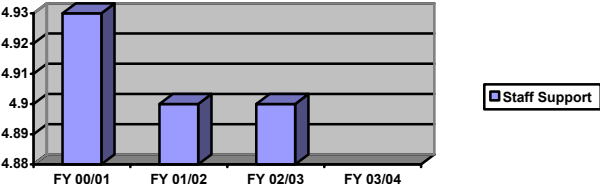
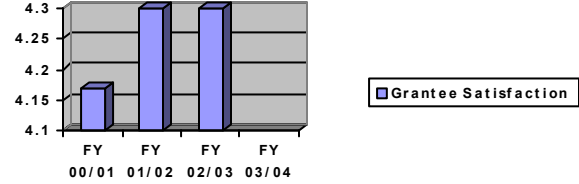
Department Name: Office of Safe Neighborhood Parks

**Reporting Period:
FY 03/04
2nd Quarter**

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MAJOR PERFORMANCE INITIATIVE

<p>County Mgr. Priority (Circle One): <i>People</i> <u>Service</u> <i>Technology</i> <i>Fiscal Responsibility</i></p> <p>ES-8 Develop contracts and amendments with Grantees for disbursement of bond proceeds and interest earnings within 6 days following authorizing action.</p>  <p>* The number of days exceeded the target by three (3), due to a change in staff.</p>	<p><input checked="" type="checkbox"/> Strategic Plan <input checked="" type="checkbox"/> Business Plan <input type="checkbox"/> Budgeted Priorities <input checked="" type="checkbox"/> Customer Service <input type="checkbox"/> ECC Project <input type="checkbox"/> Workforce Dev. <input type="checkbox"/> Audit Response <input type="checkbox"/> Other _____ (Describe)</p>
<p>County Mgr. Priority (Circle One): <i>People</i> <u>Service</u> <i>Technology</i> <i>Fiscal Responsibility</i></p> <p>ES-8 Upon submission of complete and accurate reimbursement requests from Grantee, submit payment request to Finance within 9 days.</p> 	<p><input checked="" type="checkbox"/> Strategic Plan <input checked="" type="checkbox"/> Business Plan <input type="checkbox"/> Budgeted Priorities <input checked="" type="checkbox"/> Customer Service <input type="checkbox"/> ECC Project <input type="checkbox"/> Workforce Dev. <input type="checkbox"/> Audit Response <input type="checkbox"/> Other _____ (Describe)</p>
<p>County Mgr. Priority (Circle One): <i>People</i> <u>Service</u> <i>Technology</i> <i>Fiscal Responsibility</i></p> <p>ES-9 Maintain a 4.5 (out of 5.0) satisfaction rating for staff support/service by the SNP Oversight committee.</p> 	<p><input checked="" type="checkbox"/> Strategic Plan <input checked="" type="checkbox"/> Business Plan <input type="checkbox"/> Budgeted Priorities <input checked="" type="checkbox"/> Customer Service <input type="checkbox"/> ECC Project <input type="checkbox"/> Workforce Dev. <input type="checkbox"/> Audit Response <input type="checkbox"/> Other _____ (Describe)</p>
<p>County Mgr. Priority (Circle One): <i>People</i> <u>Service</u> <i>Technology</i> <i>Fiscal Responsibility</i></p> <p>ES-9 Maintain 4.3 (out of 5.0) satisfaction rating by the SNP Grantees.</p> 	<p><input checked="" type="checkbox"/> Strategic Plan <input checked="" type="checkbox"/> Business Plan <input type="checkbox"/> Budgeted Priorities <input checked="" type="checkbox"/> Customer Service <input type="checkbox"/> ECC Project <input type="checkbox"/> Workforce Dev. <input type="checkbox"/> Audit Response <input type="checkbox"/> Other _____ (Describe)</p>

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PERSONNEL SUMMARY

A. Filled/Vacancy Report

NUMBER OF FULL-TIME POSITIONS*	Filled as of September 30 of Prior Year	Current Year Budget	Actual Number of Filled and Vacant positions at the end of each quarter							
			Quarter 1		Quarter 2		Quarter 3		Quarter 4	
			Filled	Vacant	Filled	Vacant	Filled	Vacant	Filled	Vacant
	4	4	3	1	3	1				

* Public Safety Departments should report the sworn versus non-sworn personnel separately and Departments with significant part-time, temporary or seasonal help should report these separately.

Notes:

B. Key Vacancies

The Administrative Officer 2 position is vacant. It is anticipated that this vacancy will be filled in the third quarter of FY03/04.

C. Turnover Issues

NONE

D. Skill/Hiring Issues

NONE

E. Part-time, Temporary and Seasonal Personnel

(Including the number of temporaries long-term with the Department)

OSNP funds one (1) Clerk III in Miami-Dade County Park & Recreation Department up to \$24,000.

F. Other Issues

NONE

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FINANCIAL SUMMARY

(All Dollars in Thousands)

	PRIOR YEAR Actual	CURRENT FISCAL YEAR						
		Total Annual Budget	Quarter		Year-to-date			
			Budget	Actual	Budget	Actual	\$ Variance	% of Annual Budget
Revenues								
♦	427,068	530,000	132,500	164,512	265,000	269,907	-4,907	51%
♦								
♦								
♦								
Total	427,068	530,000	132,500	164,512	265,000	269,907	-4,907	51%
Expense*								
Personnel	337,338	445,700	111,425	159,506	222,850	259,366	-36,516	58%
Operating	89,730	84,300	21,075	5,006	42,150	10,541	31,609	13%
Capital	0	0	0	0	0	0	0	
Total	427,068	530,000	132,500	164,512	265,000	269,907	-4,907	51%

* Expenditures may be reported by activity as contained in your budget or may be reported by category (personnel, operating and capital).

Equity in pooled cash (for proprietary funds only)

Fund/ Subfund	Prior Year	Projected at Year-end as of			
		Quarter 1	Quarter 2	Quarter 3	Quarter 4
380/38A	3,035,756	2,830,673	2,692,481		
380/38B	4,839,124	3,986,634	3,116,213		
380/38C	14,990,319	13,795,502	12,844,757		
380/38D	14,214,279	13,928,988	14,012,164		
380/38E	7,238,839	6,993,246	7,024,786		
Total	44,318,317	41,535,043	39,690,401		

Comments:

(Explain variances, discuss significant in-kind services, provide status of aged receivables at 30-60-90-+ days and those scheduled for write-off, if applicable)

- 1- Revenues drawn down only to cover expenses
- 2- Approximately 33% of all operation expenses are incurred in the 4th Quarter (general administration cost, annual audit, final rent expense, etc.). However, the Department covered a \$75,000 annual leave payout in the 2nd quarter, causing the quarterly expenditures to exceed the quarterly budget. Savings will begin to accumulate in the 3rd quarter due to salary differences between former and current Department Director.

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STATEMENT OF PROJECTION AND OUTLOOK

The Department projects to be within authorized budgeted expenditures and projects that available revenues will exceed expenses except as noted below:

Notes and Issues:

(Summarize any concern or exception that will prohibit the Department from being within authorized budgeted expenditures and available revenues)

NONE

DEPARTMENT DIRECTOR REVIEW

The Department Director has reviewed this report in its entirety and agrees with all information presented including the statement of projection and outlook.

Signature
Department Director

Date_____